

Victims of Crime Act Grant (VOCA)

APPLICATION FOR FUNDING TO SERVE VICTIMS FROM MARGINALIZED COMMUNITIES

Funding Period: October 1, 2006 - September 30, 2009

Application Due: Wednesday, August 23, 2006

Administered by the
Office of Crime Victims
Advocacy



Office of Crime Victims Advocacy
906 Columbia St. SW
P.O. Box 48304
Olympia, WA 98504-8304



**Office of Crime Victims Advocacy
Victims of Crime (VOC) Program Staff:**

Pearl Gipson, Associate Director
Anita Granbois, Program Coordinator
Grace Call, Program Coordinator
Chris Fenno, Program Coordinator

Email: pearlg@cted.wa.gov
Email: anitag@cted.wa.gov
Email: gracec@cted.wa.gov
Email: christinef@cted.wa.gov

Application Due: Wednesday, August 23, 2006

**APPLICATIONS POSTMARKED AFTER AUGUST 23, 2006 WILL NOT BE
ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL FROM
THE OCVA ASSOCIATE DIRECTOR.**

This application is available in PDF and Excel on OCVA's
web page at: www.ocva.wa.gov. Otherwise, to request the electronic
application and attachments, please email any of the
Victims of Crime Program staff (listed above).

This project is supported by grants awarded by the Office for Victims of Crime, Office of
Justice Programs, U.S. Department of Justice. Points of view in this document are those of the
author, and do not necessarily represent the official position or policies of the
U.S. Department of Justice.

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INTRODUCTION

This solicitation is a Request for Proposals (RFP) to create Learning Projects that can serve as models for providing services to victims of assault, burglary, robbery, child abuse, drunk and drugged driving, homicide, identity theft, kidnapping, and property crimes who are members of marginalized communities. These Learning Projects should show models for what services by and for victims in marginalized communities should look like, what the Office of Crime Victims Advocacy (OCVA) and the community can learn from the provision of the services, and how these services might be replicated.

OCVA serves as a voice within state government for the needs of crime victims in Washington State. Established in 1990, OCVA administers state and federal funds for services and activities to assist victims of crime. Some of the funding administered by OCVA supports services for victims of crime through the federally funded Victims of Crime Act (VOCA) program.

The funds available through this RFP are to support the efforts of agencies and organizations from marginalized communities to serve victims and people affected by crime and violence within these communities. Agencies and organizations that respond to this RFP are applying to fund projects that are culturally and linguistically appropriate for victims of crime. These crimes include: assault, burglary, robbery, child abuse, drunk and drugged driving, homicide, identify theft, kidnapping, property crimes, and others. **However, services to victims of domestic or sexual violence are not eligible through this request.**

How Much Funding Is Available?

These funds will be given for a three (3) year period. Continued funding after the initial three years is not guaranteed. The total funds available through this application will be approximately \$1,218,654. We anticipate funding up to six (6) Learning Projects for three (3) years. The size of the grants can range from \$60,000 to \$250,000 total for the three (3) years (years two and three are subject to successful implementation of year one activities and approval of OCVA).

Who Can Apply?

Any community-based, non-profit organization that is organized by and for a marginalized community is encouraged to apply. Tribes or tribal organizations are also eligible and encouraged to apply. For the purpose of this proposal, marginalized communities may include ethnic and racial minorities; lesbian, gay, bisexual, and transgender communities; individuals with disabilities; and Native American communities.

What You Can Do With This Funding

We know there are many ways to support victims of crime. We also recognize that community members have specific expertise on how to best provide services in their own community.

These funds should support Learning Projects that address service barriers or other factors that impact services to crime victims from marginalized communities.

These Learning Projects should provide services to crime victims (assault, burglary, child abuse, drunk and drugged driving, homicide, identify theft, kidnapping, property crimes) that can include:

- Community outreach and outreach to victims of crime
- 24-hour crisis intervention
- Legal advocacy
- System advocacy
- Information and referral
- Medical advocacy
- Support group
- Therapy

A required component of receiving VOCA funds is the use of volunteers. All funded projects must describe how volunteers will be utilized in their project.

For a description of all eligible activities please see **Appendix A** – Eligible Activities.

What You Cannot Do With This Funding

VOCA funds may not be used to develop or provide the following services:

- Lobbying
- Perpetrator rehabilitation
- Needs assessments, survey, evaluations, studies
- Prosecution activities
- Fundraising
- Indirect organizational costs
- Property loss
- Most medical costs
- Relocation expenses
- Administrative staff expenses
- Development of protocols
- Costs associated with sending individual crime victims to conferences

- Activities exclusively related to crime prevention

For a description of all ineligible activities please see **Appendix B** – Ineligible Activities

GENERAL INFORMATION

Background Checks

All agencies/organizations providing direct services to victims of crime must do criminal history background checks (as stated in RCW 43.43.832, 43.43.834, and 43.20A.710) for all employees, volunteers and other persons who may have unsupervised access to children, developmentally disabled persons or vulnerable adults. No one can have unsupervised access to these populations until a satisfactory background check has been completed and the documentation is in the agency/organization files.

Due Date

Applications must be postmarked on Wednesday, August 23, 2006.

Applications that are not postmarked on or before August 23, 2006 will not be accepted without prior written approval of the OCVA Associate Director.

Start Date

All contracts will be from October 1, 2006 through September 30, 2009 (subject to yearly review by OCVA).

Reporting Requirements

Data Collection

Agencies receiving funds for direct services must report the numbers of persons served detailing the nature of victimization and demographic information via INFONET, a new electronic, web-based reporting system at OCVA. Training on the system will be provided to agencies/organizations receiving funding.

Confidentiality of Information

Except as otherwise provided by federal law, no agency/organization receiving VOCA funds shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which the information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and will not, without the consent of the person furnishing the information, be admitted as evidence for use for any purpose in any action, suit, or other judicial, legislative or administrative proceeding.

Scoring Information

The applications will be scored by a group of peer reviewers. The peer reviewers will be individuals with experience and expertise developing Learning Projects and services in marginalized communities. Members of the panel will rate and then rank proposals based on the following:

<i>Agency/Organization Qualifications</i>	<i>40%</i>
<i>Proposed Learning Project</i>	<i>45%</i>
<i>Budget</i>	<i>15%</i>

If you are a current contractor with OCVA, your agency/organization's history

of contract compliance and contract spending will also be considered in the review process.

The Department reserves the right to reject proposals that fail to meet the requirements for this proposal.

APPLICATION

In this section you will find an explanation for each of the sections below and a blank form for you to fill in. You can use the blank form provided and/or you can download the forms from our website at <http://www.ocva.wa.gov> (on the left of the screen – click on “funding applications” and open VOCA Learning Project Application) if you need additional copies.

- Agency/Organization Information
- Description - Tell us about your agency/organization and the kinds of services you provide
- Proposed Services - Tell us what your Learning Project will look like, what VOCA eligible services you would like to do and how you will utilize volunteers
- Proposed Budget - Tell us what your total three year budget would be for each year of the project
- Proposed Match – Tell us how you will provide a 20% match for the grant amount

Organizational Detail Worksheet

Agency/Organization Name:		Agency Accounting Period: (Jan – Dec; Jul – Jun)	
Address:			
City:	State:	ZIP:	
Mailing address (if different than above):			
City:	State:	ZIP:	
Phone:	Fax:	E-mail:	
Primary Contact Person:			
Job Title:			
Primary Contact's Phone:		Primary Contact's E-mail:	
Federal employer identification number:		Washington State tax registration number (if applicable):	

Organizational Description

Tell us about your organization and the kinds of services you currently provide

Please confine your responses to the space allotted if possible

- I. Describe the community your agency/organization represents and the community that will be served through this proposal. (10 points)

2. Describe your agency/organization's experience providing services and/or working with the communities that will be served through this proposal. (15 points)

3. Describe the agency's use of culturally and linguistically appropriate staff and materials, including Braille and TTY services, for members of the communities to be served. (15 points)

Proposed Learning Project

Tell us what you would like to do

Please confine your responses to the space allotted if possible

(Please describe your project? How can the project serve as a model? What are the barriers to creating a service model and what are the community solutions? What would you do in year 1? How would you build on it in year 2? How would this continue in year 3?) (45 points)

Proposed Learning Project

Tell us what you would like to do (continued from previous page)

Tell us how you will utilize volunteers

All Learning Projects must utilize volunteers. Please outline how your proposal will utilize volunteers. Be sure to complete the volunteer section of the Match detail to record the in-kind services of these volunteers.

Proposed Budget

Tell us what your budget would be

This is a proposed budget and should reflect the expenses you will incur in developing the Learning Project and to provide the services you described on the Learning Project section. On the following pages are sample and blank budget forms. (15 points)

The budget is divided into three categories. Below are definitions for the different categories with some explanations.

1. Salaries: The costs of paying staff salaries to:

- provide direct services to clients,
- supervise employees who are providing direct services, and
- for staff whose time can be directly tied to VOCA grant activities, for instance a bookkeeper that prepares invoices for payment.

2. Benefits: The costs of paying payroll taxes, insurance and other fringe benefits of staff listed in the Salaries category.

3. Contracted Services: Services that will be performed outside of your agency, such as trainers or speakers.

4. Goods and Services: Items related to providing VOCA activities and may include training, supplies and travel.

Budget pages to complete are included in this application as Attachment A.

Proposed Match

Tell us what your match would be

An agency/organization is required to provide a 20% match of the total program costs with non-VOCA and non-Federal funds. The match may include volunteer in-kind contributions or cash. In-kind donations may include office supplies, presentation materials, equipment or workspace. Volunteer time may be valued at an hourly wage as determined by your agency/organization but the basis for the wage must be documented. In order for the cash or in-kind services to qualify toward the match for this VOCA grant, the service must be an eligible VOCA activity.

For the purposes of match, each grant award is actually 80% of the total award (grant award of 80% plus match of 20% to equal 100% total award). To calculate the match necessary for your proposal multiply your proposed budget amount by 80% and then divide by 20%.

Example: If you are asking for \$60,000.00 then divide by 80% for a total of \$75,000.00 and then multiply by 20% for a total of \$15,000. Your match requirement would be \$15,000.00. One way this could be met is as follows:

Volunteer advocate:	1,320/year @ \$10.00 per hour =	\$13,200
Telephone:	volunteer legal advocate at \$50 month =	\$ 600
Office space:	volunteer legal advocate at \$100 month =	<u>\$ 1,200</u>
Total:		\$15,000

Match budget pages to complete are included in this application as Attachment B.

Appendixes

- Appendix A:
Frequently Asked Questions
- Appendix B:
Eligible Activities
- Appendix C:
Eligible Costs & Services
- Appendix D:
Ineligible Activities

APPENDIX A—FREQUENTLY ASKED QUESTIONS

1. What if I need help with the proposal?

OCVA is committed to helping you complete this application. We expect you may have questions. Be assured that asking questions during the application process will not in any way affect your score in the application review process.

If you have questions:

- You can call us at 1-866-857-9889 (Monday through Friday 8 a.m. – 4:30 p.m.) and ask to speak with any VOCA program staff person;
- You can email pearlg@cted.wa.gov with questions;
- You can fax us at 360-586-7176;
- You may access a question-and-answer message board at the OCVA website by going to <http://www.ocva.wa.gov> and clicking on VOCA Learning Project Proposal Questions. You may e-mail additional questions to pearlg@cted.wa.gov and answers will be posted to the message board.

OCVA is happy to talk with any potential applicants about the eligible Learning Project proposals and services, about how to fill out the forms and even what might be included in the proposed budget.

2. Where do I send a completed proposal?

Please send two copies of the complete application to:

Pearl Gipson, Associate Director
Office of Crime Victims Advocacy
Department of Community, Trade and Economic Development
906 Columbia Street SW
P.O. Box 48304
Olympia, WA 98504-8304

No electronic (fax or e-mailed) applications will be accepted. All of the completed application materials must be postmarked by Friday, August 23, 2006.

3. What happens after I submit the proposal in?

Only applications that are received or postmarked by the August 23, 2006, deadline will be considered. We need two copies of the application.

A peer review panel will rate and then rank all proposals. The peer reviewers will be individuals with experience and expertise on victim service delivery in marginalized communities. OCVA will consider the peer reviewers' comments and final scores and then determine who to award contracts to and the award amounts for the contracts.

4. What happens if my proposal is successful and I receive an award?

Once award amounts are determined, OCVA will telephone and send a letter to notify you. Because an award amount may not be what an applicant originally requested, we may need a revised budget and/or a revised proposed Learning Project plan from you.

Once we receive a revised budget and/or proposed Learning Project plan from you, we will begin working on writing a contract. This will take a couple of weeks. Once finished we will send the contract to you for final review and signature.

After we receive your signed contract we will process it in our office one more time and then send a final signed copy to you for your records.

The contract period will begin October 1, 2006 and end September 30, 2009.

5. When will I hear back from OCVA?

OCVA will notify all successful applicants in September 2006.

Direct services associated with the development of a Learning Project may include the following eligible activities:

- **Community outreach** and outreach to victims of crimes: Informing the community and increasing awareness and expertise about issues affecting victims of crime. VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.
- **24-hour crisis intervention:** an immediately available 24-hour personal response provided in a variety of settings to an individual presenting a crisis related to a crime.
- **Legal advocacy:** acting on behalf of and in support of victims of crime to ensure their interests are represented and their rights upheld. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements.
- **Systems advocacy:** Improving service delivery and options provided by institutions, programs, criminal or civil legal systems, and other service providers through individual advocacy and coordination of such services for a particular victim of crime. Furthermore, these services assist crime victims with managing practical problems created by the victimization; such as, acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for, and obtaining, compensation benefits; and helping to apply for public assistance.
- **Information and referral:** Responding 24-hours a day in person or by phone to direct requests for information and assistance related to a crime.
- **Medical advocacy:** Acting on behalf of and in support of victims of crime on a 24-hour basis to ensure that their interests are represented and their rights upheld within the medical setting.
- **Support groups:** Regular facilitated meetings of victims and/or secondary victims of crimes with a supportive and educational focus.
- **Therapy:** A professional relationship within a theoretical framework that involves a specified helper gathering, systematizing, and evaluating information, and using techniques to address the effects of crime(s).

APPENDIX C—ALLOWABLE COSTS AND SERVICES

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided.

The following list provides examples of such items:

- **Lobbying and Administrative Advocacy.** VOCA funds cannot support victim legislation or administrative reform, w
- **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- **Skills Training for Staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.
- **Training.** VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.
- **Training Materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the contractor's staff.
- **Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages contractors to first look for available training within their immediate geographical area, as travel costs will be minimal.
- **Equipment.** VOCA funds may be used to purchase equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA contractor. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, contractors cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include VOCA staff workspace computers, desks, chairs, file cabinets and fax machines.
- **Accessibility.** The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victims services more accessible to persons with disabilities are allowable.
- **Contracts for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA contractors to use a portion of the VOCA grant to contract for specialized services. Examples of these services include psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English. Contractors are

prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

- **Operating Costs.** Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs.
- **Supervision of Direct Service Providers.** State grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state grantee may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- **Repair and/or Replacement of Essential Items.** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims.

APPENDIX D—INELIGIBLE ACTIVITIES

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funding for victims of general crimes:

- **Lobbying and Administrative Advocacy.** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- **Perpetrator Rehabilitation and Counseling.** Contractors cannot use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- **Needs Assessments, Surveys, Evaluations, and Studies.** VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- **Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- **Fundraising Activities.**
- **Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
- **Property Loss.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- **Most Medical Costs.** VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in the VOCA Program Guidelines is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims. However, costs for forensic medical exams for sexual assault victims are not eligible through this VOCA application addressing services to victims of general crimes.
- **Relocation Expenses.** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- **Administrative Staff Expenses.** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- **Development of Protocols, Interagency Agreements, and Other Working Agreements.** These activities benefit crime victims, but they are considered examples of the types of activities that contractors undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA contractor.
- **Costs of Sending Individual Crime Victims to Conferences.**
- **Activities Exclusively Related to Crime Prevention.**

Attachments

- Attachment A:
Budget Detail Worksheet
- Attachment B:
Program Match
Worksheet

BUDGET DETAIL WORKSHEET**YEAR ONE****Agency Name:** _____

Budget Summary - When you have completed the budget detail worksheets, transfer the totals for each category to the spaces below.

<u>Budget Categories</u>	<u>Amount</u>
Salaries	
Year One	_____
Year Two	_____
Year Three	_____
Salaries Total	\$ _____
Benefits	
Year One	_____
Year Two	_____
Year Three	_____
Benefits Total	\$ _____
Contracted Services	
Year One	_____
Year Two	_____
Year Three	_____
Contracted Services Total	\$ _____
Goods & Services	
Year One	_____
Year Two	_____
Year Three	_____
Goods & Services Total	\$ _____
TOTAL 3 YEAR CONTRACT AMOUNT	\$ _____

BUDGET DETAIL WORKSHEET

YEAR ONE

Agency Name: _____

Please complete the proposed budget worksheets. Round all costs to the nearest dollar. Not all categories may be applicable to your budget.

Salaries - List each position to be paid by VOCA Grant funds by title and name of employee, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this VOCA Grant Contract. Please do not provide staff hours.

Name/Position	Computation (annual salary rate and FTE of staff funded with VOCA)	Cost
(sample) Jane Doe Advocate	(sample) \$20,000 x .5 FTE	(sample) \$10,000
TOTAL YEAR ONE SALARIES		

List activities associated with all positions above:

BUDGET DETAIL WORKSHEET

YEAR ONE

Agency Name: _____

Benefits - Must be for the personnel named in salaries. Benefits should be based on actual known costs or an established formula.

Benefit Description for Name/Position	Computation (salary charged to VOCA and established benefit rate or actual cost)	Cost
(sample) Medical for Jane Doe	(sample) \$10,000 x 25%	(sample) \$2,500
TOTAL YEAR ONE BENEFITS		

BUDGET DETAIL WORKSHEET

YEAR ONE

Agency Name: _____

Contracted Services and Consultant Fees - List subcontracts needed to provide services under this project. A copy of all subcontracts entered into must be provided to OCVA within ten (10) business days after execution.

Contracted Service/Consultant	Computation	Cost
(sample) John Smith/Trainer	(sample) 8 hrs homicide training @ \$35/hr	(sample) \$280
TOTAL YEAR ONE CONTRACTED SERVICES		

Provide a description of the services that will be performed outside of your agency, such as trainers and speakers.

BUDGET DETAIL WORKSHEET

YEAR ONE

Agency Name: _____

Goods and Services - Goods and services must be related to the provision of VOCA activities and may include, but is not limited to, space costs, mileage, trainings, phone service, project supplies, etc.

Item Description	Computation	Cost
(sample) Pager service	(sample) \$15/month x 12 months	(sample) \$180
TOTAL YEAR ONE GOODS AND SERVICES		

List activities associated with items above.

BUDGET DETAIL WORKSHEET

YEAR TWO

Agency Name: _____

Please complete the proposed budget worksheets. Round all costs to the nearest dollar. Not all categories may be applicable to your budget.

Salaries - List each position to be paid by VOCA Grant funds by title and name of employee, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this VOCA Grant Contract. Please do not provide staff hours.

Name/Position	Computation (annual salary rate and FTE of staff funded with VOCA)	Cost
(sample) Jane Doe Advocate	(sample) \$20,000 x .5 FTE	(sample) \$10,000
TOTAL YEAR TWO SALARIES		

List activities associated with all positions above:

BUDGET DETAIL WORKSHEET

YEAR TWO

Agency Name: _____

Benefits - Must be for the personnel named in salaries. Benefits should be based on actual known costs or an established formula.

Benefit Description for Name/Position	Computation (salary charged to VOCA and established benefit rate or actual cost)	Cost
(sample) Medical for Jane Doe	(sample) \$10,000 x 25%	(sample) \$2,500
TOTAL YEAR TWO BENEFITS		

BUDGET DETAIL WORKSHEET

YEAR TWO

Agency Name: _____

Contracted Services and Consultant Fees - List subcontracts needed to provide services under this project. A copy of all subcontracts entered into must be provided to OCVA within ten (10) business days after execution.

Contracted Service/Consultant	Computation	Cost
(sample) John Smith/Trainer	(sample) 8 hrs homicide training @ \$35/hr	(sample) \$280
TOTAL YEAR TWO CONTRACTED SERVICES		

Provide a description of the services that will be performed outside of your agency, such as trainers and speakers.

BUDGET DETAIL WORKSHEET

YEAR TWO

Agency Name: _____

Goods and Services - Goods and services must be related to the provision of VOCA activities and may include, but is not limited to, space costs, mileage, trainings, phone service, project supplies, etc.

Item Description	Computation	Cost
(sample) Pager service	(sample) \$15/month x 12 months	(sample) \$180
TOTAL YEAR TWO GOODS AND SERVICES		

List activities associated with items above.

BUDGET DETAIL WORKSHEET

YEAR THREE

Agency Name: _____

Please complete the proposed budget worksheets. Round all costs to the nearest dollar. Not all categories may be applicable to your budget.

Salaries - List each position to be paid by VOCA Grant funds by title and name of employee, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this VOCA Grant Contract. Please do not provide staff hours.

Name/Position	Computation (annual salary rate and FTE of staff funded with VOCA)	Cost
(sample) Jane Doe Advocate	(sample) \$20,000 x .5 FTE	(sample) \$10,000
TOTAL YEAR THREE SALARIES		

List activities associated with all positions above:

BUDGET DETAIL WORKSHEET

YEAR THREE

Agency Name: _____

Benefits - Must be for the personnel named in salaries. Benefits should be based on actual known costs or an established formula.

Benefit Description for Name/Position	Computation (salary charged to VOCA and established benefit rate or actual cost)	Cost
(sample) Medical for Jane Doe	(sample) \$10,000 x 25%	(sample) \$2,500
TOTAL YEAR THREE BENEFITS		

BUDGET DETAIL WORKSHEET

YEAR THREE

Agency Name: _____

Contracted Services and Consultant Fees - List subcontracts needed to provide services under this project. A copy of all subcontracts entered into must be provided to OCVA within ten (10) business days after execution.

Contracted Service/Consultant	Computation	Cost
(sample) John Smith/Trainer	(sample) 8 hrs homicide training @ \$35/hr	(sample) \$280
TOTAL YEAR THREE CONTRACTED SERVICES		

Provide a description of the services that will be performed outside of your agency, such as trainers and speakers.

BUDGET DETAIL WORKSHEET

YEAR THREE

Agency Name: _____

Goods and Services - Goods and services must be related to the provision of VOCA activities and may include, but is not limited to, space costs, mileage, trainings, phone service, project supplies, etc.

Item Description	Computation	Cost
(sample) Pager service	(sample) \$15/month x 12 months	(sample) \$180
TOTAL YEAR THREE GOODS AND SERVICES		

List activities associated with items above.

ATTACHMENT B—PROGRAM MATCH WORKSHEET

PROGRAM MATCH WORKSHEET

All proposed Learning Projects need to provide a 20 percent match of the total program costs with non-VOCA and non-Federal funds. The match should be complete, reasonable, and cost-effective in relation to the proposed Learning Project. The match may include volunteer and in-kind (ex. donated computer). Cash is a match associated with money (ex: an organization's staff person paid with other non-federal contributions).

REMEMBER: In-kind is a match associated with donating things funds or a computer purchased with other funds for the program). Volunteer is a match associated with using the time given by volunteers for the program and figuring out a dollar cost for the volunteered hours (ex. Volunteer advocate gives 2 hours a week for 10 weeks with an estimated cost of \$10 an hour).

Salaries Match - (1) List source of match; (2) List each employee by name (if available) and position. Please include the salary, FTE, and employee who provides services to the VOCA project; (3) Finally, include the total cost of the matched salary. Matching funds include any individuals assigned to the program whose salaries are NOT paid with federal monies. **THIS IS A CASH MATCH SECTION.** NOTE: If personnel services are donated to the project, involving no cash exchange for services (in-kind match), the amounts should be listed under the Volunteer category of the Budget Detail Worksheet for both personnel and fringe benefit categories.

Name/Position	Computation (annual salary rate and FTE of staff funded with non-federal funds)	Cost
(sample) Jane Doe Advocate	(sample) \$20,000 x .5 FTE	(sample) \$10,000
TOTAL SALARIES MATCH		

PROGRAM MATCH WORKSHEET

Benefits Match - Benefits should be based on actual known costs or an established formula. Benefits are for personnel listed in the match budget category (A) and only for the percentage of time devoted to the project. (1) Indicate personnel name and/or position; (2) the total salary (not to exceed amounts in match category A); and (3) the match benefit percentage. THIS IS A CASH MATCH SECTION.

Benefit Description for Name/Position	Computation (salary match crediting VOCA grant and established benefit rate or actual cost)	Cost
(sample) Medical for Jane Doe	(sample) \$10,000 x 25%	(sample) \$2,500
TOTAL BENEFITS MATCH		

PROGRAM MATCH WORKSHEET

Volunteers - A volunteer is one who provides direct services for your program without receiving compensation. VOCA requires each agency to maintain and report volunteer services (keep accurate time-sheets, logs, etc.). (1) List each volunteer position by title and provide the number of volunteers for each position (if applicable); (2) Indicate the number of hours to be spent on this program and the rate at which the volunteer position is valued. Include all volunteers assigned to the program whose volunteer time supports VOCA-funded activities. THIS IS AN IN-KIND MATCH SECTION.

Volunteer Position	Computation (number of hours x rate)	Cost
(sample) Jane Doe Advocate	(sample) 100 hours x \$12.50/per hour	(sample) \$125
TOTAL VOLUNTEER MATCH		

PROGRAM MATCH WORKSHEET

Contracted Services Match - (1) List source of match; (2) Specify the type of consultant services or contracts needed; (3) list the total amount of match hours dedicated to the project; and (4) indicate the hourly rate of match. The maximum reimbursement amount for contract fees is \$56.25 per hour or \$450 per eight hour work day.

Contracted Service/Consultant	Computation	Cost
(sample) John Smith/Trainer	(sample) 8 hrs homicide training @ \$35/hr	(sample) \$280
TOTAL CONTRACTED SERVICES MATCH		

PROGRAM MATCH WORKSHEET

Goods and Services Match - (1) List source of match; (2) List items within this category by major type (i.e. office supplies, telephones, utilities, postage, etc.). Generally, supplies include materials that are expendable or consumed during the course of the project. Large items should be separately listed and identified. (3) List the quantity of the item; and (4) list the unit price.

Item Description	Computation	Cost
(sample) Pager service	(sample) \$15/month x 12 months	(sample) \$180
TOTAL GOODS AND SERVICES MATCH		

PROGRAM MATCH WORKSHEET

Other Match - Other funds are those match monies that are allocated to assist victims of crime for emergency purposes (ex: petty cash) and miscellaneous items. (1) List the item(s); (2) list the quantity of the item(s); and (3) list the unit price.

Item Description	Computation	Cost
(sample) Pager service	(sample) \$15/month x 12 months	(sample) \$180
TOTAL OTHER MATCH		

TOTAL MATCH	
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SIGNATURES

Region 14 projects are required to provide a project match as indicated in Appendix A. Please complete and sign the attachment.

Those who sign below certify that they will provide the non-federal match of the application as indicated above.

Signature _____

Date _____

APPLICATION CHECKLIST

Please verify your application includes these items before completing this checklist and submitting it with the application:

- ☐ The contact information of the **Agency/Organization Information page** is completed and attached.
- ☐ The **Description of agency/organization** is completed and attached.
- ☐ The **Proposed Learning Project** is completed and attached.
- ☐ The **Three-Year Proposed Budget Sheets** are completed and attached.
- ☐ The **Proposed Match Sheets** are completed and attached.

Application due August 23, 2006!